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# US Department of Education

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## **FAFSA on the Web Redesign Use Case Specification: Electronically Sign My FAFSA - Standalone**

**Version 4.3**

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Electronically Sign My FAFSA - Standalone	Date: 3/5/01

## Revision History

Date	Version	Description	Author
11/6/00	1.0	Provide Electronic Signature Standalone	Modernization Partner
11/21/00	2.0	Added Diagram NCS comments	Modernization Partner (Jenny Connelly)
11/29/00	3.3	Added Elaborate Description Added Assumptions Added PIN site to diagram / Actors Added Business Rules	Modernization Partner (Jenny Connelly, Mimi Jacobs, & Nan Li)
12/21/00	4.0	Move Navigation links from Business Rules section to Navigation Links section (Nina 12/20/00)  Add default rule for skipping data input field in Business Rule Section  Add assumption that Applicant passes PIN authentication (NCS 12/20/00)  Update step 5 for PIN authentication (NCS 12/20/00)  Add connections to use case <b>Fill Out FAFSA</b> in alternate flow 2 (NCS 12/20/00)	Modernization Partner (Nan Li & Jennifer Connelly)
1/30/01	4.1	Imbedded Basic Flow Wireframes Added Alternate Flow Diagram	Modernization Partner (Jenny Connelly & Nan Li)
3/5/01	4.2	No changes to be made from change log. Updated wireframes.	Modernization Partner (Jenny Connelly & Nan Li)
3/5/01	4.3	Accepted changes.	Modernization Partner

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# Use Case Specification: Electronically Sign My FAFSA

## 1. Use Case Name: Electronically Sign My FAFSA

### 1.1 Brief Description

This use case describes how an Applicant completes Electronically Sign My FAFSA. Students and Parents can use this site to electronically sign submitted FAFSA on the Web applications, including FAFSA on the Web, the Renewal FAFSA on the Web, and FAFSA Corrections on the Web.

### 1.2 Note

- Navigation to get page-specific help messages is not documented in this use case. Please refer to “**FAFSA\_WEB\_Help.doc**” for more information.
- Description of concept, data, variables and database interactions is defined in “**FAFSA\_WEB\_Glossary.doc**.”
- Edit error process (validation and error display) is defined in “**FAFSA\_WEB\_Edit\_Error.doc**.”

## 2. Actors

#	Actor Name	Actor Type
1	Applicant	Primary
2	PIN Site	Secondary

## 3. Assumptions

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant is signing as a student.
3	Applicant has a PIN.
4	PIN site is up and running.
5	Applicant pass the PIN authentication.
6	Applicant does not have a signature on file.
7	Applicant's record is found.
8	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
9	Applicant selects <b>NEXT</b> to continue. (CompleteSign_1.htm)
10	Applicant selects <b>SUBMIT MY SIGNATURE</b> to continue. (app\CompleteSig\CompleteSign_disclaim.htm)
11	Applicant selects <b>EXIT</b> to continue. <b>Use case ends.</b> (app\CompleteSig\CompleteSign_3Confirm.htm)

## 4. Pre-Conditions

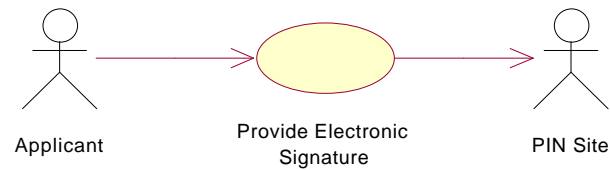
#	Pre-Conditions	Wireframe
1	Applicant begins at the home page	home.htm
2	Applicant selects: <b>COMPLETING A FAFSA</b>	Complete001.htm
3	Applicant selects: <b>PROVIDE ELECTRONIC SIGNATURE</b>	Complete007.htm

## 5. Post-Conditions

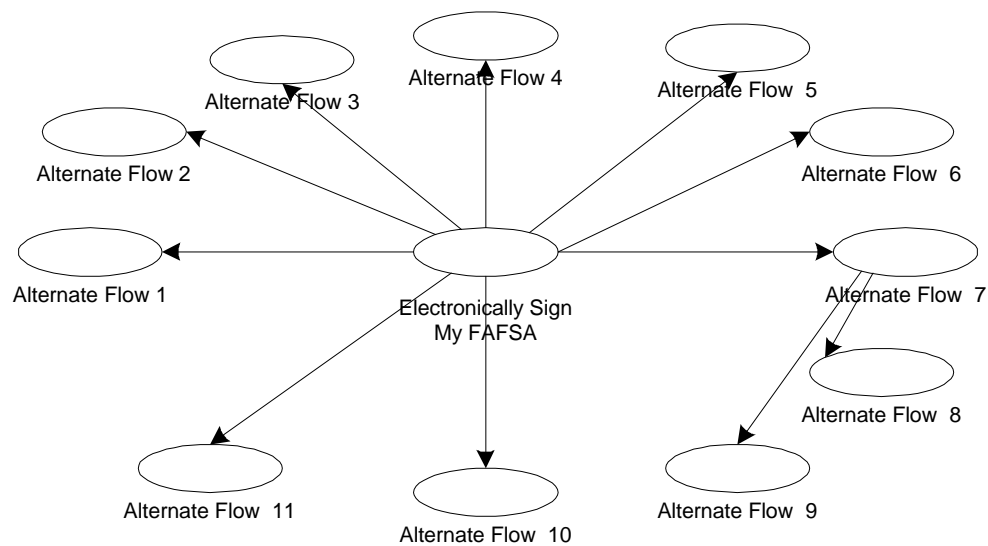
#	Post-Conditions	Wireframe
1	None	

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## 6. Diagram



## 7. Alternate Flow Diagram



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## 8. Flow of Events

### 8.1 Basic Flow

Basic Flow				
#		Events	Data Elements	Wireframe
1	→	This use case begins when the Applicant chooses to <b>PROVIDE ELECTRONIC SIGNATURE</b>		
2	←	<a href="#">System displays: Provide Electronic Signatures</a>		Complete007.htm
3.1	→	Applicant selects “2001-2002” to: What is the school year of the application you would like to sign?	School Year Dropdown list  ISNOTBLANK()	
4	→	Applicant selects <b>NEXT</b> to continue		

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Complete007.htm

<p align="center"> <a href="#">PIN Site</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">FAFSA FAQs</a>   <a href="#">Site Map</a> </p> <p align="center"> <b>FAFSA on the Web</b>  <b>Your Free Application for Federal Student Aid</b>  <b>U.S. Department of Education, Student Financial Assistance</b> </p>	
<div> <a href="#">FAFSA on the Web logo home</a> </div>	
<p> <a href="#">Discover Your Opportunities</a>   <a href="#">Before Beginning a FAFSA</a>   <b>Completing a FAFSA</b>   <a href="#">FAFSA Follow-Up</a> </p>	
<ul style="list-style-type: none"> <li>• <a href="#">Overview</a></li> <li>• <a href="#">Pre-FAFSA Worksheet</a></li> <li>• <a href="#">Fill Out Your FAFSA</a></li> <li>• <a href="#">Fill Out a Renewal FAFSA</a></li> <li>• <a href="#">Open Your Saved FAFSA</a></li> <li>• <a href="#">Provide Electronic Signature</a></li> <li>• <a href="#">Make Corrections</a></li> <li>• <a href="#">Register for Your PIN</a></li> <li>• <a href="#">Forgot Your PIN?</a></li> <li>• <a href="#">Forgot Your Password?</a></li> <li>• <a href="#">Browser Requirements</a></li> <li>• <a href="#">Completing a FAFSA FAQs</a></li> </ul>	<p><b>Provide Electronic Signatures</b></p> <p>Students and Parents can use this site to electronically sign submitted FAFSA Express and FAFSA on the Web applications, including FAFSA on the Web, the Renewal FAFSA on the Web, and FAFSA Corrections on the Web.</p> <p>You must first submit a FAFSA in order to provide an electronic signature. If you have not filled out a FAFSA and would like to fill out a FAFSA on the Web, please select <a href="#">Completing a FAFSA</a>.</p> <p>To electronically sign your FAFSA, students and parents (if applicable) must have a PIN. If you do not have or forgot your PIN, go to the <a href="#">PIN Site</a>.</p> <p>In order to provide an electronic signature, we will ask you for some basic identifying information and your PIN, as well as whether you're signing as a student or a parent. If you're signing as a parent you will also need to supply information about the student. We will then ask you what type of application you want to electronically sign.</p> <p>Please note: if you do not receive a confirmation page and number, then the Department of Education has not received your electronic signature.</p> <div> <p>What is the school year of the application you would like to sign?</p> <div> <div> The 2000-2001 School Year (July 1st, 2000 - June 30th, 2001)  The 2001-2002 School Year (July 1st, 2001 - June 30th, 2002) </div> <div> Select ▼ </div> </div> <div> <div>Next</div> <a href="#">Next</a> </div> </div> <div> <div> <a href="#">Need help with this page?</a> </div> <div> <div>Exit</div> <a href="#">Exit</a> </div> </div>
<p align="center"><a href="#">Privacy &amp; Security</a></p>	

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## Notes:

- Should the word above be changed to reflect that parents can NOT request a PIN?

## URL Listing:

PIN Site file: PIN/index.htm  
 Help: Help.htm  
 Contact Us: Contact.htm  
 FAFSA FAQs: FAQ001.htm  
 Site Map: Map.htm  
 FAFSA on the Web: home.htm  
 Discover Your Opportunities: What001.htm  
 Before Beginning a FAFSA: Before001.htm  
 FAFSA Follow-Up: Follow001.htm  
 Overview: Complete001.htm  
 Pre-FAFSA Worksheet: Complete012.htm  
 Fill Out Your FAFSA: Complete013.htm  
 Fill Out a Renewal FAFSA: Complete004.htm  
 Open Your Saved FAFSA: Complete005.htm  
 Provide Electronic Signature: Complete007.htm  
 Make Corrections: Complete014.htm  
 Register for Your PIN: PIN/index.htm  
 Forgot Your PIN: PIN/index.htm  
 Forgot Your Password?: Complete010.htm  
 Browser Requirements: CompleteBrowser\_Req.htm  
 Completing a FAFSA FAQs: Complete011.htm  
 Completing a FAFSA: complete013.htm  
 PIN Site: PIN/index.htm  
 help for this section: Complete007.htm#  
 Next: login\_CompleteSign.htm  
 Privacy & Security: SecPriv.htm

## Image File Listing:

TBD

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Basic Flow				
#		Events	Data Elements	Wireframe
5	←	System transits to PIN Authentication process	Pass parameters to PIN: path = "authenticate" successful = "CompleteSign_1.htm"	<a href="http://www.pin.ed.gov">www.pin.ed.gov</a> Same wireframe can be found as \\Pin\\login_CompleteSign.htm
6.1	→	PIN site authenticates the applicant.	Receives [szSSNORIG], [szNAMEID], [szSignedDOB]	

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Basic Flow				
#		Events	Data Elements	Wireframe
7	←	<a href="#">System displays Provide Electronic Signature Page</a>		CompleteSign_1.htm
8.1	→	Applicant selects “student” from dropdown list to: Are you signing the application as a student or a parent?	Student_Parent Dropdown list  [szSignedAs]	
9	→	Applicant selects <b>NEXT</b> to continue		
	→	<b>PREVIOUS</b>		<a href="http://www.pin.ed.gov">www.pin.ed.gov</a> Same wireframe can be found as \\Pin\login_CompleteSign.htm

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CompleteSign\_1.htm

<a href="#">Contact Us</a> <a href="#">Help</a> <a href="#">FAFSA FAQs</a>	
<div> <a href="#">FAFSA on the Web logo</a> </div>	<div> <b>FAFSA on the Web</b>  <b>Provide Electronic Signatures</b> </div>
<div> <b>Provide Electronic Signature</b> </div> <p>Are you signing the application as a Student or a Parent?</p> <div> <div>Select</div> <div>Next</div> </div> <div> <a href="#">Previous</a> <a href="#">if student selected and application found</a>  <a href="#">if student selected and signature file already exists</a>  <a href="#">if student selected and no record found</a>  <a href="#">if parent selected</a> </div> <div> <a href="#">help for this section</a> <div>Exit</div> <a href="#">Exit</a> </div>	

## Notes about this screen:

### URL Listing:

FAFSA on the Web logo: /app/FillOutApp/exit\_app.htm  
Home: /home.htm  
Contact Us: /Contact.htm  
Help: /Help.htm  
FAFSA FAQs: /FAQ001.htm  
if student selected and application found: /app/CompleteSig/CompleteSign\_disclaim.htm  
if student selected and signature file already exists: /app/CompleteSig/CompleteSign\_SigExists.htm  
if student selected and no record found: /app/CompleteSig/CompleteSign\_NoRecord.htm  
if parent selected: /app/CompleteSig/CompleteSign\_parent.htm

### Image Files:

TBD

FAFSA on the Web Redesign	Version: 4.3
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Basic Flow				
#		Events	Data Elements	Wireframe
10.1	←	System displays Provide Electronic Signature Page		App\CompleteSig\CompleteSign_disclaim.htm
11.1	→	Applicant selects <b>SUBMIT MY SIGNATURE</b> to continue.		
	→	<b>PREVIOUS</b>	[szSignAs]	CompleteSign_1.htm (if [szSignAs] = 'S' CompleteSign_parent.htm (if [szSignAs] = 'P')

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App\CompleteSig\CompleteSign\_disclaim.htm

[Contact Us](#)

[Help](#)

[FAFSA FAQs](#)

[FAFSA on the  
Web logo  
Home](#)

## FAFSA on the Web Provide Electronic Signatures

### Provide Electronic Signature

#### PLEASE READ BEFORE PROCEEDING

Transmission of your electronic signature information via this web site to the U.S. Department of Education by providing your social security number, the first two characters of your last name, your date of birth, and the PIN provided to you by the U.S. Department of Education, represents your "electronic signature" for that application or correction form. By transmitting your electronic signature information you certify that all of the information provided on the FAFSA application or FAFSA correction form is true and complete to the best of your knowledge. If asked, you agree to give proof of that information, which may include a copy of your U.S. or state income tax form. If you purposely certify to false or misleading information, you may be fined \$10,000, sent to prison, or both. You also certify that:

- You will use any federal student aid funds received during the award year covered by this application solely for educational expenses related to attendance during that year at the institution of higher education that determined eligibility for those funds;
- You are not in default on a Title IV educational loan, or you have repaid or made satisfactory arrangements to repay your loan if you are in default;
- You do not owe an overpayment on Title IV educational grant, or you have made satisfactory arrangements to repay that overpayment;
- and You will notify your school if you do owe an overpayment or are in default. If you are not able to certify to all of the above you must not transmit your electronic signature information and must exit this form immediately. We will not save your data.

To sign the application now select the "Submit My Signature". To Exit without signing, select "Exit":

[Previous, if Student](#)

[Previous, if Parent](#)

[Submit My Signature](#)

[Submit](#)

[Need help with this page?](#)

[Exit](#)

[Exit](#)

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### Notes about this screen:

- Text may need editing: The disclaimer is a legal doc and came from NCS doc. 3.5 of 12-610
- Error handling: NCS Doc number: 12-610
  - A) Currently a signature is waiting to be processed. 3.3.1
  - B) No Record Found 3.3.2

### URL Listing:

FAFSA on the Web logo: /app/FillOutApp/exit\_app.htm  
 Home: home.htm  
 Contact Us: Contact.htm  
 Exit: Complete007.htm  
 Submit: app/CompleteSig/CompleteSign\_3Confirm.htm

### Image Files:

TBD

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Basic Flow				
#		Events	Data Elements	Wireframe
12	←	System displays Confirmation Page	[szSSNORIG] [szNAMEID] Machine Timestamp	app\CompleteSig\CompleteSign_3Confirm.htm
13.1	→	Applicant selects <b>EXIT</b>		Continue at home.htm
		Use case ends.		

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app\CompleteSig\CompleteSign\_3Confirm.htm

[Contact Us](#)

[Help](#)

[FAFSA FAQs](#)

[FAFSA on the  
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Home](#)

## FAFSA on the Web Provide Electronic Signatures

### Electronic Signature Confirmation

Confirmation Stamp: XXXXXXXXXXXXXXXX ED XX/XX/XXXX XX:XX:XX

**Thank you for using the Electronic Signatures for FAFSA on the Web.**

We recommend you print and save this page for your records.

If you need to apply another signature to an application, select [Electronically Sign My Application](#). You may need to do this if you have to apply both a student and a parent signature to an application. For example, you, the student, just signed your application and we also require a parent's signature to process the application. If your parent has a PIN, they can now electronically sign your application.

[Need help with this page?](#)

Exit

[Exit](#)

### Notes about this screen:

- NCS doc. 12-610 section 3.3.1 states that a lag time of 24 hours per elec. sign processing time prohibits the submitting of a second elec. sign
- This delivers info to database and provides a confirmation number.

### URL Listing:

FAFSA on the Web logo: /app/FillOutApp/exit\_app.htm

Home: home.htm

Contact Us: /Contact.htm

Help: /Help.htm

FAFSA FAQs: /FAQ001.htm

Electronically Sign My Application: Complete007.htm

Exit: home.htm

### Image Files:

TBD

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## 8.2 Alternative Flows

### Alternate Course 1

**Title:** Applicant selects “2000-2001” as the school year.

**Assumptions:**

#	Assumptions
1	Applicant selects the “2000-2001” school year.

Alternate Flow				
#		Events	Data Elements	Wireframe
3.2	→	Applicant selects 2000-2001 to: What is the school year of the application you would like to sign?	School Year Dropdown list  ISNOTBLANK()	<a href="http://fafsatest.test.ed.gov/fotw0001/signinfo.htm">http://fafsatest.test.ed.gov/fotw0001/signinfo.htm</a>
		<b>Continue at Release 4.</b>		
		<b>Use case ends.</b>		

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## Alternate Course 2

**Title:** Applicant chooses to go to Completing a FAFSA

**Assumptions:**

#	Assumptions
1	Applicant selects <b>COMPLETING A FAFSA</b> to continue. (Complete007.htm)

Alternate Flow				
#		Events	Data Elements	Wireframe
3.3	→	Applicant chooses to go to <b>COMPLETING A FAFSA</b>		
	→	Continues at use case <b>Fill Out FAFSA</b>		Continue at Complete013.htm
		<b>Use case ends.</b>		

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### Alternate Course 3

**Title:** Applicant chooses to go to the PIN Site

**Assumptions:**

#	Assumptions
1	PIN site is up and running.
2	Applicant selects <b>PIN SITE</b> to continue. (Complete007.htm)

Alternate Flow			
#		Events	Wireframe
3.4	→	Applicant chooses to go to the <b>PIN SITE</b> .	Continue at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>
		<b>Use case ends.</b>	

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#### Alternate Course 4

**Title: Applicant PIN authentication failed.**

**Assumptions:**

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant has a PIN.
3	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
5	Applicant PIN authentication failed.

Alternate Course				
#		Events	Data Elements	Wireframe
6.2	→	PIN authentication failed.		
		<b>Use case ends.</b>		

#### Alternate Course 5

**Title: Applicant's signature already exists.**

**Assumptions:**

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant is signing as a student.
3	Applicant has a PIN.
4	PIN site is up and running.
5	Applicant pass the PIN authentication.
6	Applicant's signature already exists.
7	Applicant's record is found.
8	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
9	Applicant selects <b>NEXT</b> to continue. (CompleteSign_1.htm)
10	Applicant selects <b>SUBMIT MY SIGNATURE</b> to continue. (app\CompleteSig\CompleteSign_disclaim.htm)
11	Applicant selects <b>EXIT</b> to continue. <b>Use case ends.</b> (app\CompleteSig\CompleteSign_3Confirm.htm)

Alternate Flow				
#		Events	Data Elements	Wireframe
10.2	←	System displays Applicant's Signature Already Exists page.		app\CompleteSig\CompleteSign_SigExists.htm
	→	<b>PREVIOUS</b>	[szSignAs]	CompleteSign_1.htm (if [szSignAs] = 'S' CompleteSign_parent.htm (if [szSignAs] = 'P')
		<b>Use case ends.</b>		

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app\CompleteSig\CompleteSign\_SigExists.htm

<a href="#">Contact Us</a> <a href="#">Help</a> <a href="#">FAFSA FAQs</a>	
<a href="#">FAFSA on the Web logo</a> <a href="#">Home</a>	<p align="center"><b>FAFSA on the Web</b>  <b>Provide Electronic Signatures</b></p>
<p><b>Provide Electronic Signature</b></p> <p>Electronic Signature already submitted.</p> <p>You currently have an electronic signature waiting to be processed. If you need to submit another signature, you must wait until the current electronic signature has been processed. This process typically takes 24 hours, excluding weekend and designated holidays</p> <p align="center"> <a href="#">Previous, if Student</a>  <a href="#">Previous, if Parent</a> </p>	
<a href="#">Need help with this page?</a>	<div>Exit</div> <a href="#">Exit</a>

### Notes about this screen:

- Text may need editing: The disclaimer is a legal doc and came from NCS doc. 3.5 of 12-610
- Error handling: NCS Doc number: 12-610
  - A) Currently a signature is waiting to be processed. 3.3.1
  - B) No Record Found 3.3.2

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### **URL Listing:**

FAFSA on the Web Logo: app/FillOutApp/exit\_app.htm

Home: home.htm

Contact Us: contact.htm

Help: help.htm

FAFSA FAQS: FAQ001.htm

### **Image Files:**

TBD

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#### Alternate Course 6

**Title: Applicant's record not found.**

#### Assumptions:

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant is signing as a student.
3	Applicant has a PIN.
4	PIN site is up and running.
5	Applicant pass the PIN authentication.
6	Applicant does not have a signature on file.
7	Applicant's record is not found.
8	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
9	Applicant selects <b>NEXT</b> to continue. (CompleteSign_1.htm)
10	Applicant selects <b>SUBMIT MY SIGNATURE</b> to continue. (app\CompleteSig\CompleteSign_disclaim.htm)
11	Applicant selects <b>EXIT</b> to continue. <b>Use case ends.</b> (app\CompleteSig\CompleteSign_3Confirm.htm)

Alternate Flow				
#		Events	Data Elements	Wireframe
10.3	←	System displays Applicant's Record is not Found page.		app\CompleteSig\CompleteSign_NoRecord.htm
	→	Applicant chooses to <b>TRY AGAIN</b> .		
	→	Continue at #2.		Continue at Complete007.htm
	→	<b>PREVIOUS</b>	[szSignAs]	CompleteSign_1.htm (if [szSignAs] = 'S' CompleteSign_parent.htm (if [szSignAs] = 'P')

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app\CompleteSig\CompleteSign\_NoRecord.htm

[Contact Us](#)

[Help](#)

[FAFSA FAQs](#)

[FAFSA on the  
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Home](#)

## FAFSA on the Web Provide Electronic Signatures

### Provide Electronic Signature

Application not found.

We did not find an application for you, so we don't have anything to apply your signature to. Possible reasons for this are:

- You may have typed the information on one of the previous pages incorrectly, or
- The information you typed may not match what we have in our database.

To start the process of signing a FAFSA application or FAFSA Correction over, select Try Again.

[Previous, if Student](#)

[Previous, if Parent](#)

Try Again

[Try Again](#)

[Need help with this page?](#)

Exit

[Exit](#)

### Notes about this screen:

- Text may need editing: The disclaimer is a legal doc and came from NCS doc. 3.5 of 12-610
- Error handling: NCS Doc number: 12-610
  - A) Currently a signature is waiting to be processed. 3.3.1
  - B) No Record Found 3.3.2

### URL Listing:

FAFSA on the Web Logo: app/FillOutApp/exit\_app.htm

Home: home.htm

Contact Us: contact.htm

Help: help.htm

FAFSA FAQs: FAQ001.htm

Try Again: Complete007.htm

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## Image Files:

TBD

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### Alternate Course 7

**Title: Applicant is signing as a parent.**

**Assumptions:**

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant is signing as a parent.
3	Applicant has a PIN.
4	PIN site is up and running.
5	Applicant pass the PIN authentication.
6	Applicant does not have a signature on file.
7	Applicant's record is found.
8	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
9	Applicant selects <b>NEXT</b> to continue. (CompleteSign_1.htm)

Alternate Flow				
#		Events	Data Elements	Wireframe
8.2	→	Applicant answers "parent" from dropdown list to: Are you signing the application as a student or a parent?	Student_Parent Dropdown list  [szSignedAs]	
	→	Applicant selects <b>NEXT</b> to continue		
	→	<b>PREVIOUS</b>		CompleteSign_1.htm
	←	System displays Provide Electronic Signature Page		app\CompleteSig\CompleteSign_parent.htm
	→	Applicant enters data to: What is the student's Social Security Number	[szSTUDENTSSN]	
	→	Applicant enters data to: What are the first two letters of the student's last name?	[szSTUDENTNAMEID]	
	→	Applicant enters data to: What is the student's date of birth?	[szSTUDENTDOB]	
8.2.1	→	<b>SUBMIT</b>		
8.2.1.1	→	Continue at #10.1 in basic flow (if record is found and no signature on file) #10.2 in alternate flow 5 (if record is found and there is a signature on file) #10.3 in alternate flow 6 (no record is found) # 8.2.1.2 if alternate flow 9 (if parent data matches student's data)		

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app\CompleteSig\CompleteSign\_parent.htm

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[Help](#)

[FAFSA FAQs](#)

[FAFSA on the  
Web logo  
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## FAFSA on the Web Provide Electronic Signatures

### Provide Electronic Signature

If you are a parent signing a daughter's or son's application, you must supply the following information about the student so we can match your signature to the student's application.

What is the student's Social Security Number?

 -  - 

What are the first two (2) letters of the student's last name?

What is the student's date of birth?

Please enter this date in "mm/dd/19yy" format. For example, August 17, 1975 is 08/17/1975.

[Previous](#)

[submit, if student application found](#)

[submit, if parent signature exists](#)

[submit, if student application NOT found](#)

[submit, if student and parent data match](#)

[Need help with this page?](#)

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	<a href="#">Exit</a>
--	----------------------

### Notes about this screen:

Parent info about the student: NCS doc. 12-610 3.4

- Text may need editing: The disclaimer is a legal doc and came from NCS doc. 3.5 of 12-610
- Error handling: NCS Doc number: 12-610
  - A) Currently a signature is waiting to be processed. 3.3.1
  - B) No Record Found 3.3.2

### URL Listing:

FAFSA on the Web logo: /app/FillOutApp/exit\_app.htm

Home: home.htm

Contact Us: Contact.htm

Help: Help.htm

FAFSA FAQs: FAQ001.htm

Exit: home.htm

submit, if student application found: /app/CompleteSig/CompleteSign\_disclaim.htm

submit, if parent signature exists: /app/CompleteSig/CompleteSign\_SigExists.htm

submit, if student application NOT found: /app/CompleteSig/CompleteSign\_NoRecord.htm

submit, if student and parent data match: /app/CompleteSig/CompleteSign\_SignMatch.htm

### Image Files:

TBD

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#### Alternate Course 8

**Title: Applicant chooses to EXIT.**

#### Assumptions:

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant is signing as a parent.
3	Applicant has a PIN.
4	PIN site is up and running.
5	Applicant pass the PIN authentication.
6	Applicant does not have a signature on file.
7	Applicant's record is found.
8	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
9	Applicant selects <b>NEXT</b> to continue. (CompleteSign_1.htm)

Alternate Flow				
#		Events	Data Elements	Wireframe
8.2.2	→	Applicant selects <b>EXIT</b> .		
		Use case ends.		

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#### Alternate Course 9

**Title: Parent's data matches student's data.**

#### Assumptions:

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant is signing as a parent.
3	Applicant has a PIN.
4	PIN site is up and running.
5	Applicant pass the PIN authentication.
6	Applicant does not have a signature on file.
7	Applicant's record is found.
8	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
9	Applicant selects <b>NEXT</b> to continue. (CompleteSign_1.htm)
10	Applicant selects <b>SUBMIT MY SIGNATURE</b> to continue. (app\CompleteSig\CompleteSign_disclaim.htm)
11	Applicant selects <b>EXIT</b> to continue. <b>Use case ends.</b> (app\CompleteSig\CompleteSign_3Confirm.htm)
12	Parent's data matches student's data.

Alternate Flow				
#		Events	Data Elements	Wireframe
8.2.1.2	←	System displays Parent's Data Matches Student's Data page.		app\CompleteSig\CompleteSign_SignMatch.htm
	→	Applicant chooses to <b>TRY AGAIN</b> . Continue at #2.		Continue at Complete007.htm
	→	<b>PREVIOUS</b>	[szSignAs]	CompleteSign_1.htm (if [szSignAs] = 'S' CompleteSign_parent.htm (if [szSignAs] = 'P')

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app\CompleteSig\CompleteSign\_SignMatch.htm

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## FAFSA on the Web Provide Electronic Signatures

### Provide Electronic Signature

Parents' and student's data match.

You answered that you were signing as a parent, however, the information you supplied as the Parent is identical for the information you supplied for the student. The Social Security Numbers for the Parent and Student can not be the same.

To start the process of signing a FAFSA application or FAFSA Correction over, select Try Again.

[Previous, if Student](#)

[Previous, if Parent](#)

Try Again

[Try Again](#)

[Need help with this page?](#)

Exit

[Exit](#)

### Notes about this screen:

- Text may need editing: The disclaimer is a legal doc and came from NCS doc. 3.5 of 12-610
- Error handling: NCS Doc number: 12-610
  - A) Currently a signature is waiting to be processed. 3.3.1
  - B) No Record Found 3.3.2

### URL Listing:

FAFSA on the Web logo: app/FillOutApp/exit\_app.htm

Home: home.htm

Contact Us: Contact.htm

Help: Help.htm

FAFSA FAQs: FAQ001.htm

Try Again: Complete007.htm

### Image Files:

TBD

FAFSA on the Web Redesign	Version: 4.3
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#### Alternate Course 10

**Title: Applicant chooses to exit without signing.**

**Assumptions:**

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant is signing as a student.
3	Applicant has a PIN.
4	PIN site is up and running.
5	Applicant pass the PIN authentication.
6	Applicant does not have a signature on file.
7	Applicant's record is found.
8	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
9	Applicant selects <b>NEXT</b> to continue. (CompleteSign_1.htm)
10	Applicant selects <b>EXIT WITHOUT SIGNING</b> to continue. (app\CompleteSig\CompleteSign_disclaim.htm)
11	Applicant selects <b>EXIT</b> to continue. <b>Use case ends.</b> (app\CompleteSig\CompleteSign_3Confirm.htm)

Alternate Flow				
#		Events	Data Elements	Wireframe
11.2	→	Applicant chooses to <b>EXIT WITHOUT SIGNING</b>		
		Continue at #2.		Continue at Complete007.htm

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#### Alternate Course 11

**Title:** Applicant chooses to Electronically Sign again.

**Assumptions:**

#	Assumptions
1	Applicant selects the 2001-2002 school year.
2	Applicant is signing as a student.
3	Applicant has a PIN.
4	PIN site is up and running.
5	Applicant pass the PIN authentication.
6	Applicant does not have a signature on file.
7	Applicant's record is found.
8	Applicant selects <b>NEXT</b> to continue. (Complete007.htm)
9	Applicant selects <b>NEXT</b> to continue. (CompleteSign_1.htm)
10	Applicant selects <b>SUBMIT MY SIGNATURE</b> to continue. (app\CompleteSig\CompleteSign_disclaim.htm)
11	Applicant selects <b>ELECTRONICALLY SIGN MY FAFSA APPLICATION</b> to continue. (Continue at Complete007.htm)

Alternate Flow				
#		Events	Data Elements	Wireframe
13.2	→	Applicant chooses to <b>ELECTRONICALLY SIGN MY APPLICATION</b>		
	→	Continue at #2.		Continue at Complete007.htm

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## 9. Business Rules

#	Business Rules
1	The 2001-2002 School Year (July 1st, 2001 - June 30th, 2002)
2	By default, applicant can skip any data entry field. Fields that cannot be skipped will either have specification in Data Element field or have validation function ISNOTBLANK() listed for the variables that hold the input data, in Glossary.
3	Parent's data matches student's data is determined by: [szNAMEID] = [szStudentNameID], [szSSNORIG] = [szStudentSSN], and [szSignedDOB] = [szStudentDOB]
4	The status of student record search is determined as following: <ol style="list-style-type: none"> <li>If signed by student, then do the following assignment: [szStudentNameID] = [szNAMEID] [szStudentSSN] = [szSSNORIG] [szStudentDOB] = [szSignedDOB]</li> <li>Using mainframe stored procedure(W60) to look up any signature currently on TCPS2040 for this user, using inputrectype='S' <ol style="list-style-type: none"> <li>If a signature is found =&gt; signature file found</li> <li>If nothing is found, continue to step 3.</li> </ol> </li> <li>Look to see if user has a correction on file to sign. Use mainframe stored procedure(W60) to look up any signature currently on TCPS2040 for this user, using inputrectype='H' <ol style="list-style-type: none"> <li>If a correction record is found =&gt; student selected and application found</li> <li>Else, continue to step 4</li> </ol> </li> <li>Look to see if user has an application on file to sign, <ol style="list-style-type: none"> <li>Using mainframe stored procedure (W65) look up any application on the hold table (2450), using szStudentSSN, szStudentNameID, and APP_SOURCE as parameters. If an application is found =&gt; student selected and application found</li> <li>Else, using mainframe stored procedure(W69) look up any application on the application database(2050). If an application is found =&gt; student selected and application found</li> <li>Else, continue to step 5</li> </ol> </li> <li>Look to see if user has a record on the CPS applicant database. <ol style="list-style-type: none"> <li>Using mainframe stored procedure(W78) look up any application that exists on the CPS database. If an application is found =&gt; student selected and application found</li> <li>Else, =&gt; no record found.</li> </ol> </li> </ol>
5	Submit signature to database using W62, using inputrectype='S'
6	When testing, the domain name for Release 4 site is: //fasatest.test.ed.gov/ When in production, the domain name is: //www.fafsa.ed.gov/
7	Both parent and student can provide signatures. Variable [szSignedAs] indicates whether it's student or parent. If it's student to provide signature, student information is obtained from the PIN site. If it's parent, student information is obtained from data input screen app\CompleteSig\CompleteSign_parent.htm

## 10. Navigation Links

#	Navigation Links
1	Selecting <b>EXIT</b> button (if not specified in alternate flows) will return to the home page – URL home.htm
2	Selecting <b>FAFSA ON THE WEB LOGO</b> will continue at <a href="#">home.htm</a>
3	Selecting <b>HOME</b> will continue at <a href="#">home.htm</a>

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	Selecting <b>PIN SITE</b> will continue at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>
4	Selecting <b>CONTACT US</b> will continue at Contact.htm
5	Selecting <b>HELP</b> will continue at Help.htm
6	Selecting <b>FAFSA FAQs</b> will continue at FAQ001.htm
	Selecting <b>SITE MAP</b> will continue at Map.htm
7	Selecting <b>NEED HELP WITH THIS PAGE</b> will continue at template page specific help passing current URL as parameter
8	Selecting <b>OVERVIEW</b> continues at Complete001.htm
9	Selecting <b>PRE-FAFSA WORKSHEET</b> continues at Complete012.htm
10	Selecting <b>FILL OUT YOUR FAFSA</b> continues at Complete013.htm
11	Selecting <b>FILL OUT A RENEWAL FAFSA</b> continues at Complete004.htm
12	Selecting <b>OPEN YOUR SAVED FAFSA</b> continues at Complete005.htm
13	Selecting <b>MAKE CORRECTIONS</b> continues at Complete014.htm
15	Selecting <b>REGISTER FOR YOUR PIN</b> continues at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>
16	Selecting <b>FORGOT YOUR PIN</b> continues at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>
17	Selecting <b>FORGOT YOUR PASSWORD</b> continues at Complete010.htm
18	Selecting <b>BROWSER REQUIREMENTS</b> continues at CompleteBrowser_Req.htm
19	Selecting <b>COMPLETING A FAFSA FAQs</b> continues at Complete011.htm
20	Selecting <b>PRIVACY AND SECURITY</b> will continue at SecPriv.htm
21	Selecting <b>DISCOVER YOUR OPPORTUNITIES</b> will continue at What001.htm
22	Selecting <b>BEFORE YOU BEGIN</b> will continue at Before001.htm
23	Selecting <b>COMPLETING A FAFSA</b> will continue at Complete001.htm
24	Selecting <b>FAFSA FOLLOW UP</b> will continue at Follow001.htm

## 11. Related Use Cases

#	Related Use Cases
1	Fill Out FAFSA
2	PIN Authentication